
Building Plan Check Submittal Checklist

(Plans may be rejected if the following required items ()) are not included with submittal)**

NEW BUILDING:(Non-Residential)

- ☐ ** Completed Project Submittal Form (including owner information)
- ☐ ** Plan Review Fee
- ☐ ** Four (4) complete sets of plans
- ☐ ** One Full Size Site Plan (if shell building and not included in complete set)
- ☐ ** Two (2) sets of Civil plans incl. SWPPP (if not in complete set)
- ☐ ** Two (2) sets of Drainage Report
- ☐ ** Two (2) sets of Structural Calcs
- ☐ Two (2) sets of Spec Books
- ☐ ** Two (2) sets of Soils Reports
- ☐ Two (2) sets of Truss Calcs (can be deferred)
- ☐ Two (2) sets of Lighting Cuts Sheets
- ☐ ** Contact Applicable Utility Providers for separate submittal requirements (City will not sign-off/issue building permits without utility sign-off on cover sheet of plans)

ADDITIONS / ALTERATIONS:

- ☐ ** Completed Project Submittal Form **(including owner information)**
- ☐ ** Plan Review Fee
- ☐ ** Four complete sets of plans
- ☐ Two sets of Structural Calcs
- ☐ Two (2) sets of Lighting Cuts Sheets (if modifying/adding exterior lighting)

